



City of Seattle

Edward B. Murray, Mayor

Personnel/HR Department

Susan L. Coskey, Personnel/HR Director

May 21, 2014

Re: Providing Documentation of Your Dependents

Dear City Employee:

In June, the City of Seattle is implementing a Dependent Verification process for all employees. You are receiving this letter because you currently cover a dependent – a spouse, domestic partner and/or child(ren) – on City benefits.

Benefits are an important part of your overall compensation. Removing ineligible dependents will help the City to continue providing excellent health care coverage to all eligible employees and dependents at a reasonable cost.

- **To continue covering your dependents on City benefits, you must provide documentation of each dependent's relationship to you.** See the back of this letter for more information.
- **If you do not provide documentation, your dependent will be removed from City benefits.** They will not be eligible for COBRA coverage.

In early June, you'll receive a detailed letter from Aon Hewitt, a national benefit consulting firm, indicating how to verify your dependent relationships. This firm was selected because of its rigorous approach to security and its ability to help employees locate appropriate documentation. You will send documents to Aon Hewitt's Plan-Smart Dependent Verification Center, and they will verify your dependent's eligibility for City benefits. The City will not receive any documentation.

Thank you for your cooperation in this process. We realize it will require time and effort on your part. Please refer to the back of this letter for some frequently asked questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Renee Freiboth".

Renee Freiboth
Benefits Manager



Frequently Asked Questions on Verifying Dependent Relationships

What kind of documents will I need to submit?

The letter from the Aon Hewitt Plan-Smart Dependent Verification Center will provide a list of the documents that you will need to submit as proof of eligibility for each dependent you are covering on City benefits. In general, you will need to show:

- Documentation of their legal relationship to you – for example, child's Birth Certificate or your Marriage Certificate.
- Documentation of the current relationship (for spouses/domestic partners) – for example, the first page of a recent tax return or other proof of current financial interdependency. You should black out any financial information and your Social Security numbers.

What do I need to do next?

- Locate your Marriage and/or your child's Birth Certificates, particularly if you need to obtain missing documents from other counties, states or countries.
- Watch for the letter from the Aon Hewitt Dependent Verification Center. It will detail the steps and information required to continue your dependents' coverage.

Who will conduct the verification process?

Aon Hewitt, a national benefit consulting firm, will conduct the verification process. They'll provide you access to their Plan-Smart web portal to upload documents and check the status of your verifications. You'll also be able to mail or securely fax copies of documents to the Aon Hewitt Plan-Smart Dependent Verification Center. If you have questions, you can call their customer service representatives toll-free. Only Aon Hewitt will see your documents; the City will not have access to your information.

I'm concerned about submitting sensitive information to an outside firm.

The Aon Hewitt Dependent Verification Center will ensure your information is kept confidential by using encryption technology to protect sensitive data. We are confident in the strength of their systems and processes for maintaining security and confidentiality.

What if I don't respond? What if I don't provide enough information?

To continue covering your dependents on City benefits, it's important that you respond with appropriate documents.

- If a dependent is not verified, they will be dropped from the City's benefit plans. Employees will be notified by mail from the Aon Hewitt Dependent Verification Center that their dependent is ineligible.
- Unverified dependents will not be eligible for COBRA. Unverified dependents will be directed to the state health care exchange.

I'm not sure where my documents are. What should I do?

All dependents MUST be verified, so start looking for the documents immediately. Request replacements if needed from the appropriate government agency: usually the county in which you were married for Marriage Certificates, and the state in which your child was born for Birth Certificates. If you need help, contact the Aon Hewitt Dependent Verification Center as soon as you receive their letter.